

How to Record a First Step InReach Service



CASPAR, Inc.

ATTENDANCE

Any category Any program Reservation SEARCH

Service Name	Category	RESERVATION
Bay Cove Service: Warming Center Mat	Housing	
CASPAR ESC Service: Bed	Housing	
CASPAR ESC Service: Bed (240 Reservation)	Housing	RESERVATION
CASPAR ESC Service: Spaulding Bed	Housing	
InReach: Field Contact	Case Management	
InReach: Home Visit	Case Management	
InReach: Phone Contact	Case Management	

1

2

3

Click on the launchpad and then select Attendance

Select appropriate service type

INREACH: FIELD CONTACT

Wednesday, December 7th, 2022

Date 12/07/2022 Manual Scanned

Make sure date is correct.

Client Search

Michael Bluth SEARCH

Clients Name	Date of Birth	Last SSN	Add
Bluth, Michael	07/07/1971	1010	Add

Search for and add new clients here. Clients need an InReach enrollment in order to have the service recorded.

Clients who have received the service on this date will appear here.

Clients from last 4 Months

Clients Name	Last 4 SSN	Add
Cooper, Dale	5039	Add
Hill, Hank	0000	Add
Summers, Buffy	7678	Add

Clients who have had this service recorded recently will appear here. Click add to record the service.

PROGRAM: FIRST STEP IN-REACH

Enrollment History **Provide Services** Assessments Goals Notes Exit

Services

InReach

You can also record an InReach service for a client under the Provide Services tab in their InReach enrollment.

Case Management

Home Visit

Start Date: 12/08/2022 End Date: 12/08/2022

The start and end dates should be the same if you are recording one service provided on a single day.

SUBMIT